

Administrative Order



Administrative Order No.: 4-44

Title: Trading of Plants and / or Landscape Materials or Supplies

Ordered: 7/10/1990

Effective: 7/10/1990

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Chapter.

POLICY:

The County Manager, upon the recommendation of the Director of the Park and Recreation Department, is hereby authorized to approve trades of plants and/or landscape materials or supplies in which the total value of the plants and/or landscape materials or supplies involved does not exceed \$10,000. Trades of less than \$1,000 may be approved at the department level. Transactions occurring pursuant to this policy are exempt from the provisions of Administrative Order 3-2, as may be applicable.

PROCEDURE:

Department staff shall prepare the "Trading of Plants and/or Landscape Materials or Supplies" form and estimate the value of the plants and/or landscape materials or supplies involved, based upon current market value, and forward it to the Park and Recreation Department Director. At least three staff members, within the following job classifications, must concur with the estimated value: Landscape Architect, Landscape Division Chief, Horticulturist/Nursery Manager or Field Nursery Supervisor.

The Park and Recreation Department Director shall enter his recommendation on the form, and when valued at more than \$1,000 forward to the County Manager.

Department staff will proceed with the transaction upon appropriate approval.

The Park and Recreation Department will keep a master list of all transactions.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.
County Manager

TRADE OF PLANTS AND/OR LANDSCAPE MATERIALS OR SUPPLIES

Pursuant to Administrative Order No. _____, Dade County hereby is authorized to trade the plants and /or landscape materials or supplies listed below with

Name of individual or organization

Address

TRADING

RECEIVING

Item

Value

Item

Value

Explanation: _____

Recommended by _____
Park and Recreation Department
Director

Approved by _____
County Manager